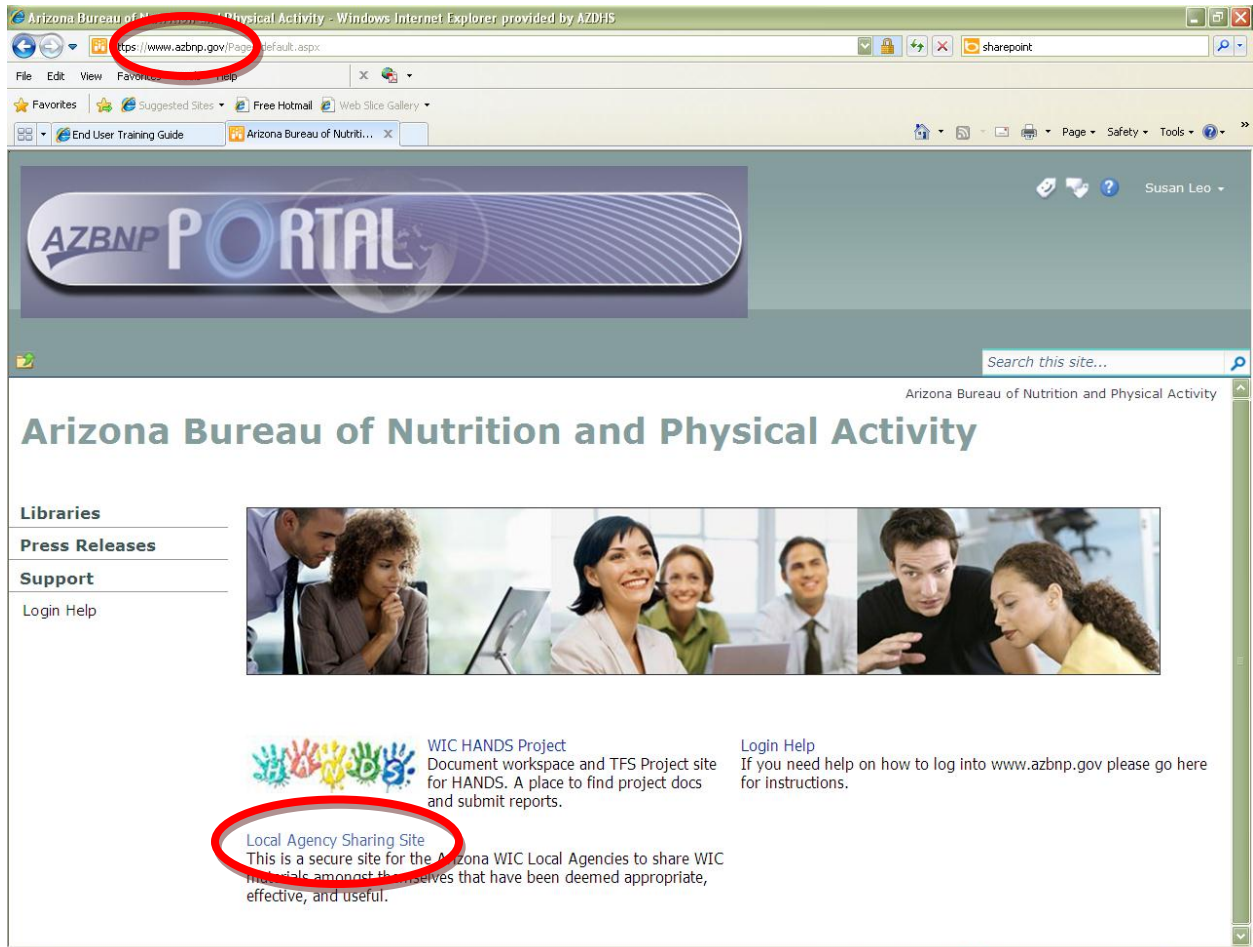


WICShare Users Guide

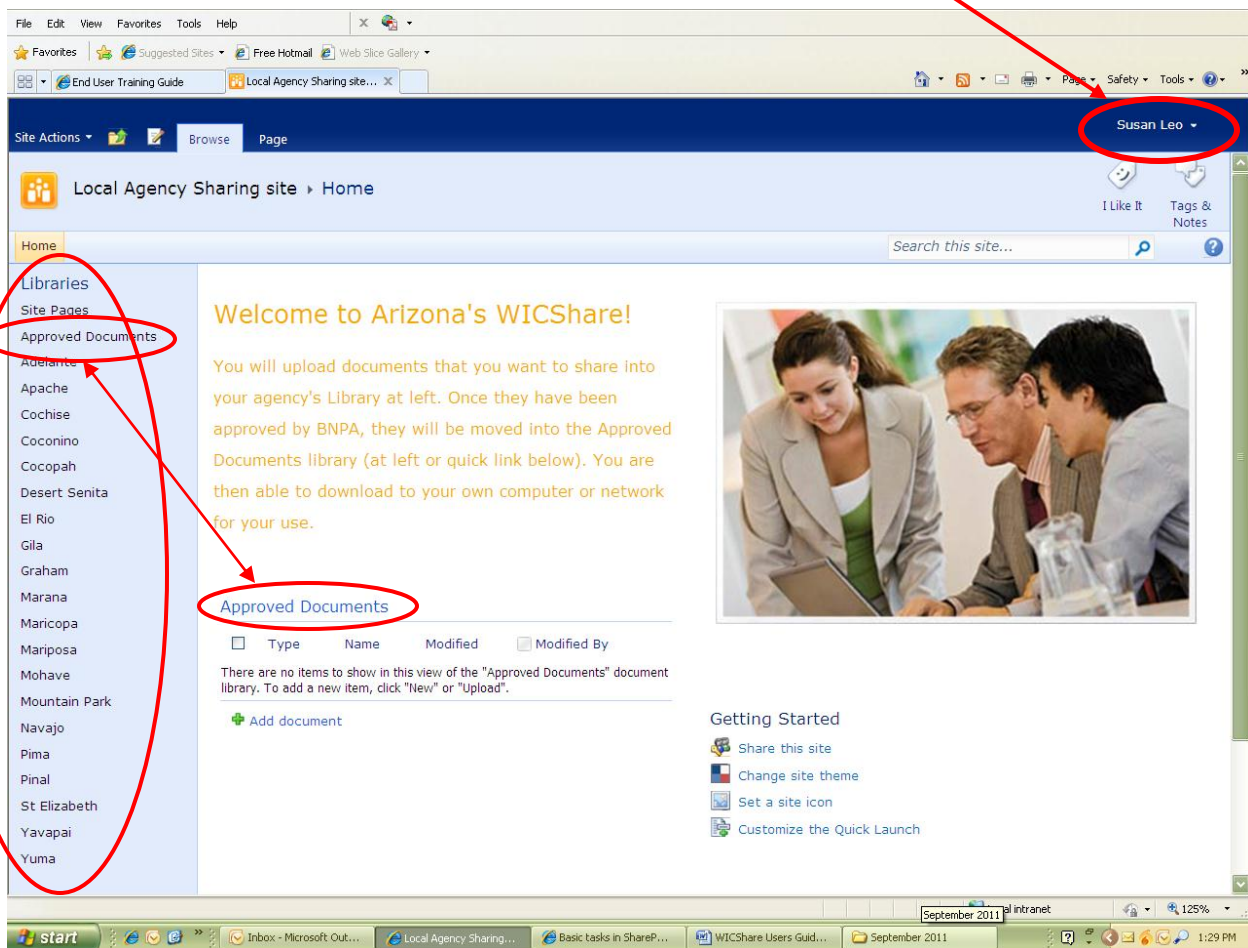
1. Website is www.azbnp.gov (bookmark this site for future reference)
2. Click on Local Agency Sharing Site



3. If you get the pop-up shown below, log in with:
wic\{your Citrix username}
{Citrix password}

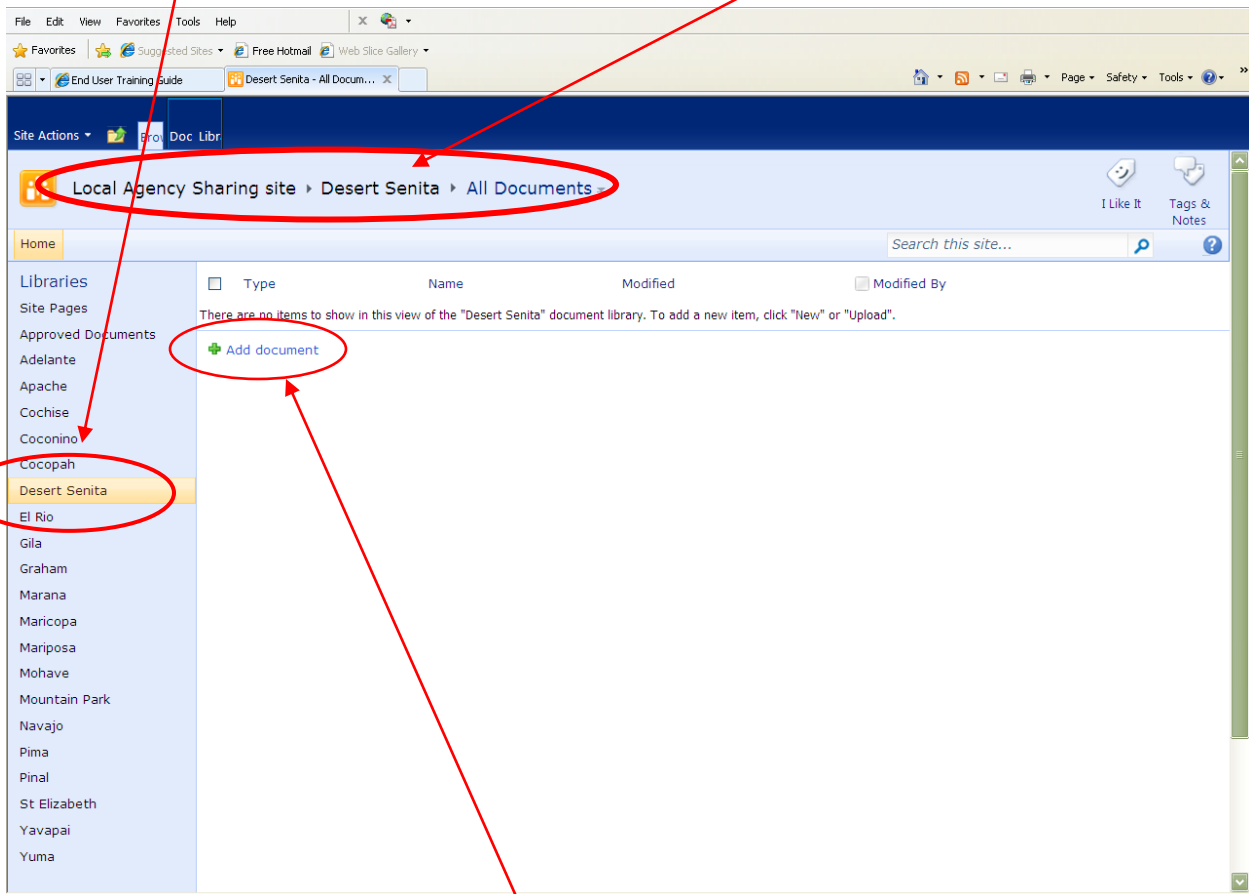


4. Next, you will see the Home page
5. Your name will display in upper-right corner of page

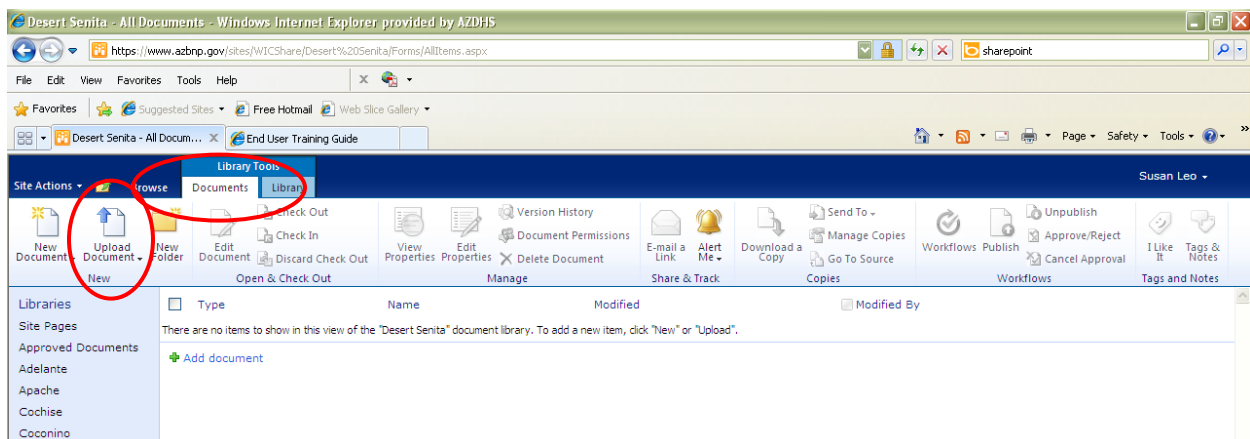


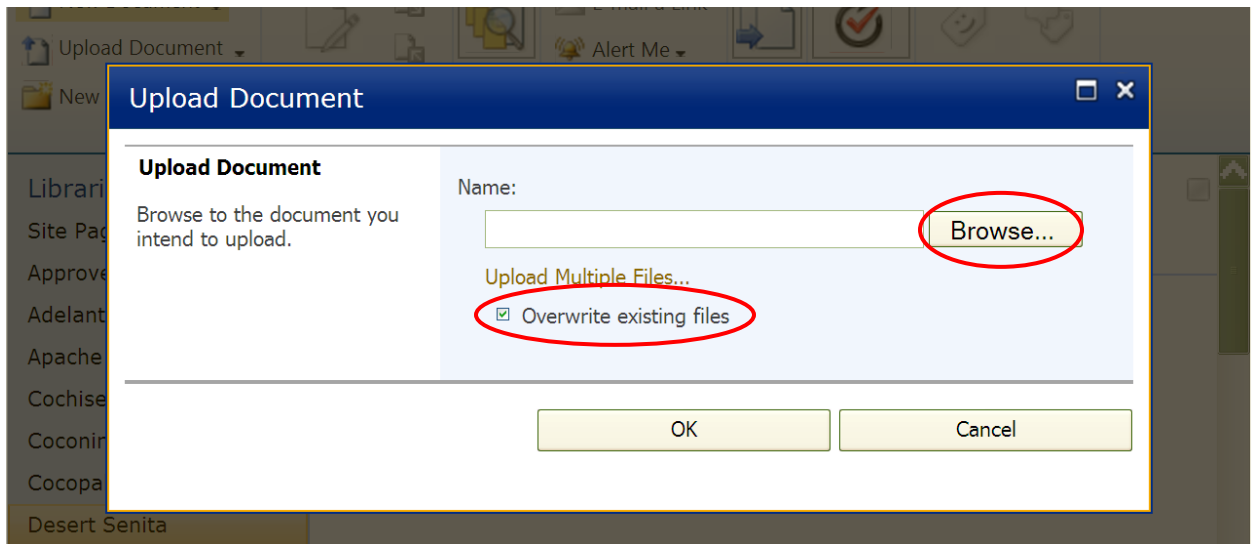
6. Notice all WIC Local Agencies have their own libraries on left-hand side (your view will be different; you will only see your agency's library and Approved Documents)
7. This is where your agency's approved WICShare users will upload the documents you want to share
8. BNPA will be automatically notified of new files that have been uploaded
9. Also notice the **Approved Documents library in 2 places**; this is where documents will be located once BNPA reviews them for appropriateness, relevance, etc.
10. They are the same Approved Documents library, just 2 ways to find it
11. Click on your agency's library

12. You can tell you clicked on your agency's library by the 'breadcrumb' and yellow highlight on your agency's name



13. You can add a file in 2 ways:
a. Click the +Add Document link OR
b. Click Documents near the top of the page, then Upload Document



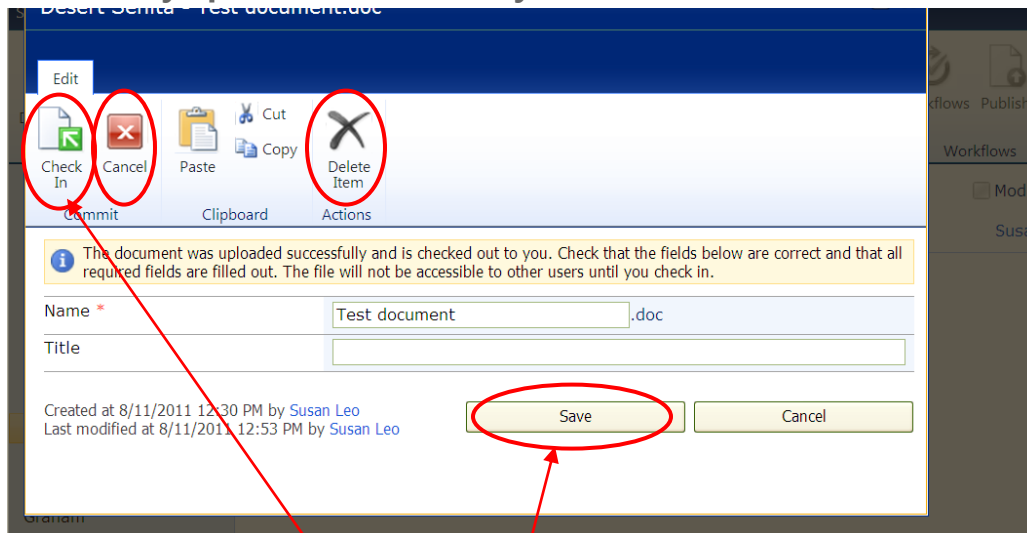


14. You will get the pop-up shown above. Click Browse to find the file you want to upload

15. Leave the checkmark in the Overwrite existing files checkbox

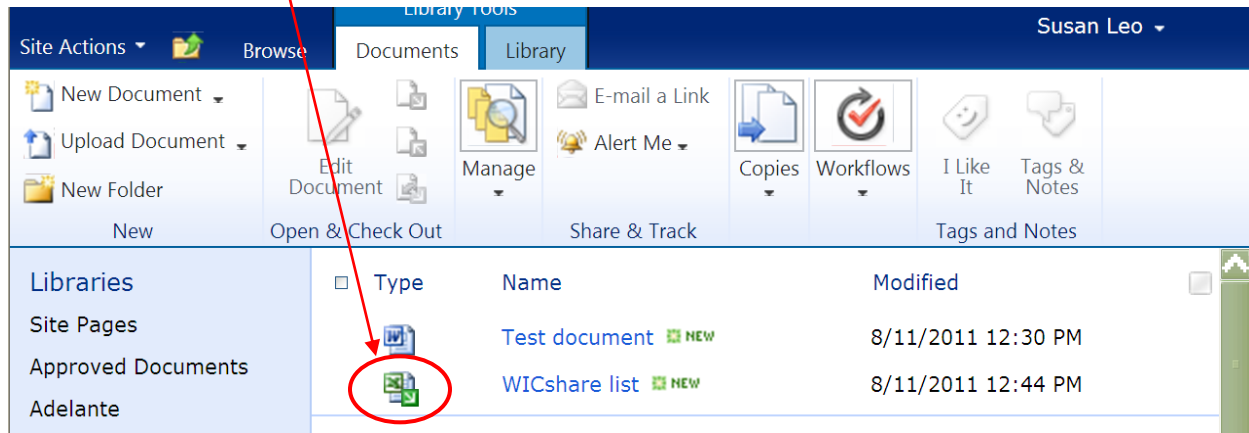
16. Click OK

17. You will get the pop-up shown below, saying your document was successfully uploaded and to verify the name of the file

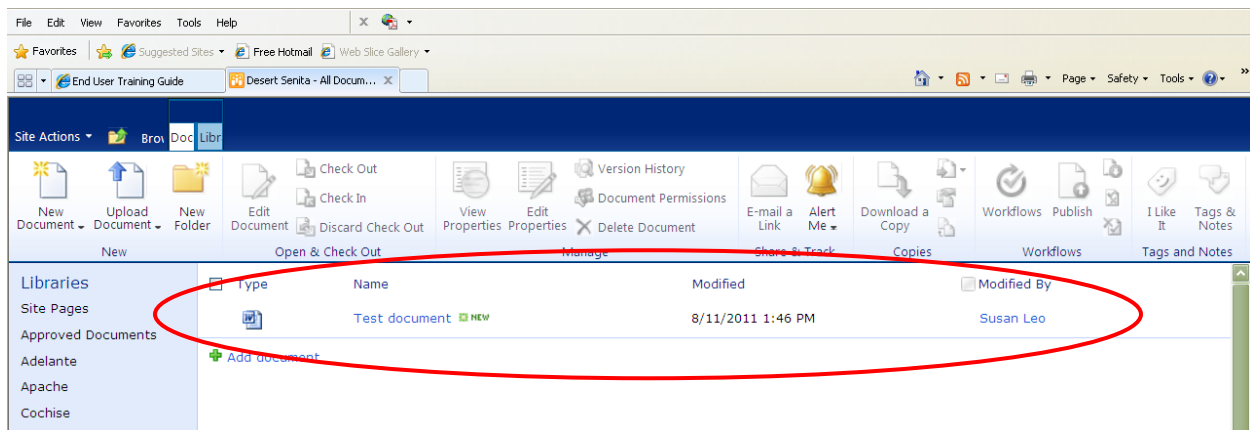


18. You can either click Check In or Save to make the document visible/available
a. You can click Delete Item to abandon the upload

b. If you click Cancel, it will still upload the document but will have it checked out to you and unavailable/invisible to others



19. Your document now appears in your agency's document library, along with the file type (Word), the date & time it was modified/uploaded & your name



20. Once BNPA has reviewed & approved documents, they will be moved into the Approved Documents folder and will be announced in the Weekly WIC Update email that they are now available.

Revising or Retracting a Document You Have Posted

1. If you want to revise or retract a document you've contributed to the sharing website, fill out the WICShare Change Request Form and submit it to BNPA. This form will be emailed to all users.
2. Requests will usually be processed within 1 week.

WIC
Women, Infants, & Children

Arizona Department of Health Services

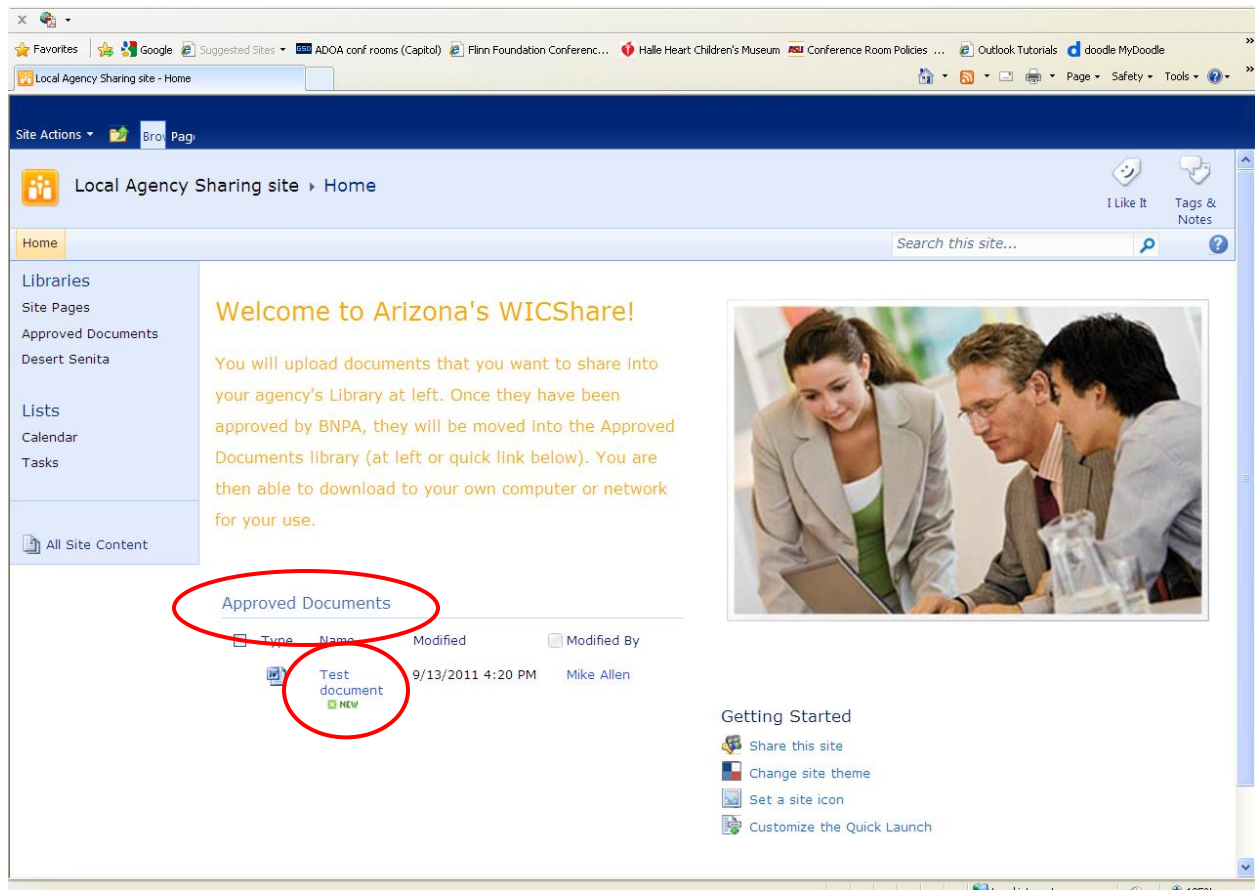
WICShare Change Request Form

Please use this form to request changes to any of the Arizona WICShare content that your Local Agency has submitted. All requested changes will be completed within 1 week unless the nature of the change requires immediate action.

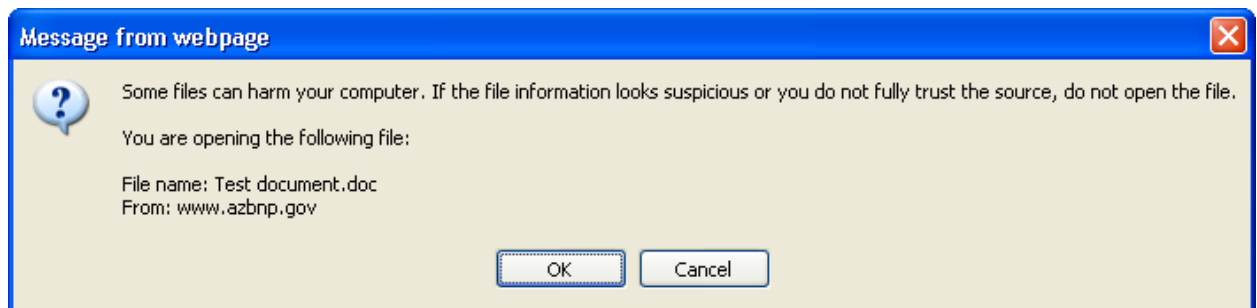
Requester		
Local Agency		
Document Name		
Document Type		
Requires Immediate Action	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Change Requested (check all that apply)	<input type="checkbox"/> Delete Document <input type="checkbox"/> Replace with revised version	

Downloading a Document for Your Own Use

1. As you can see below, the Test Document is in the Approved Documents library and available for your use.



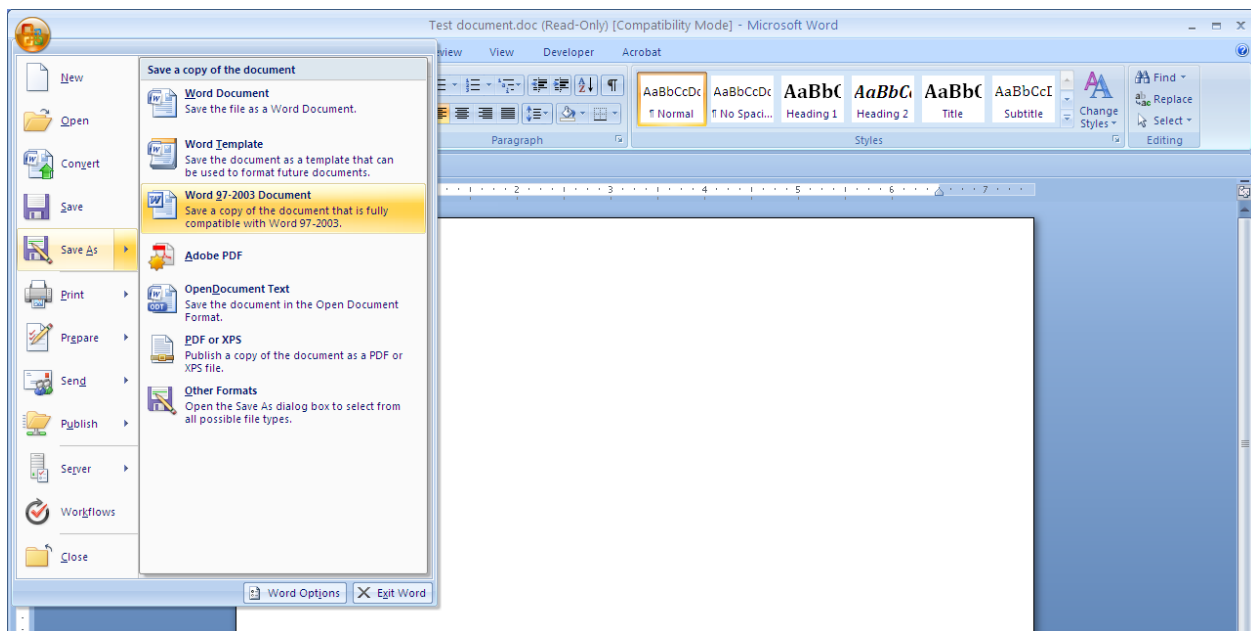
2. When you click on the document name, you will get this pop-up.



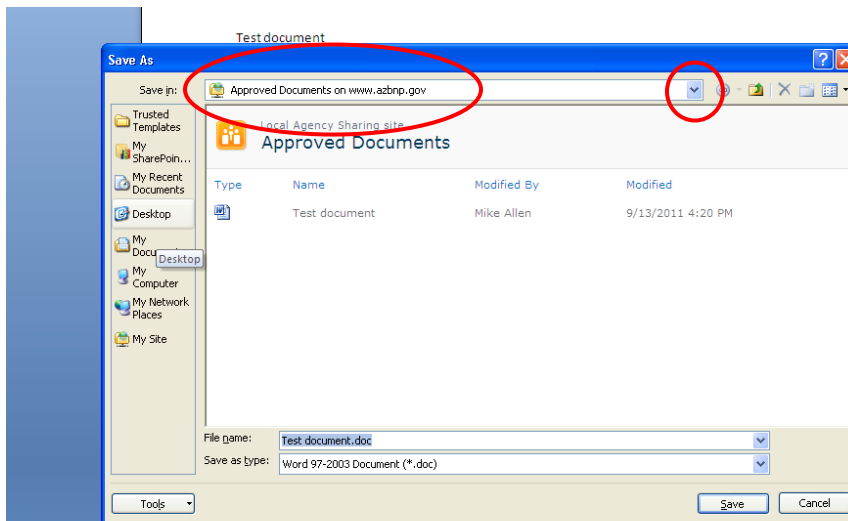
3. Click OK to open the document.
4. Re-enter your username & password:

wic\{your Citrix username}
{Citrix password}

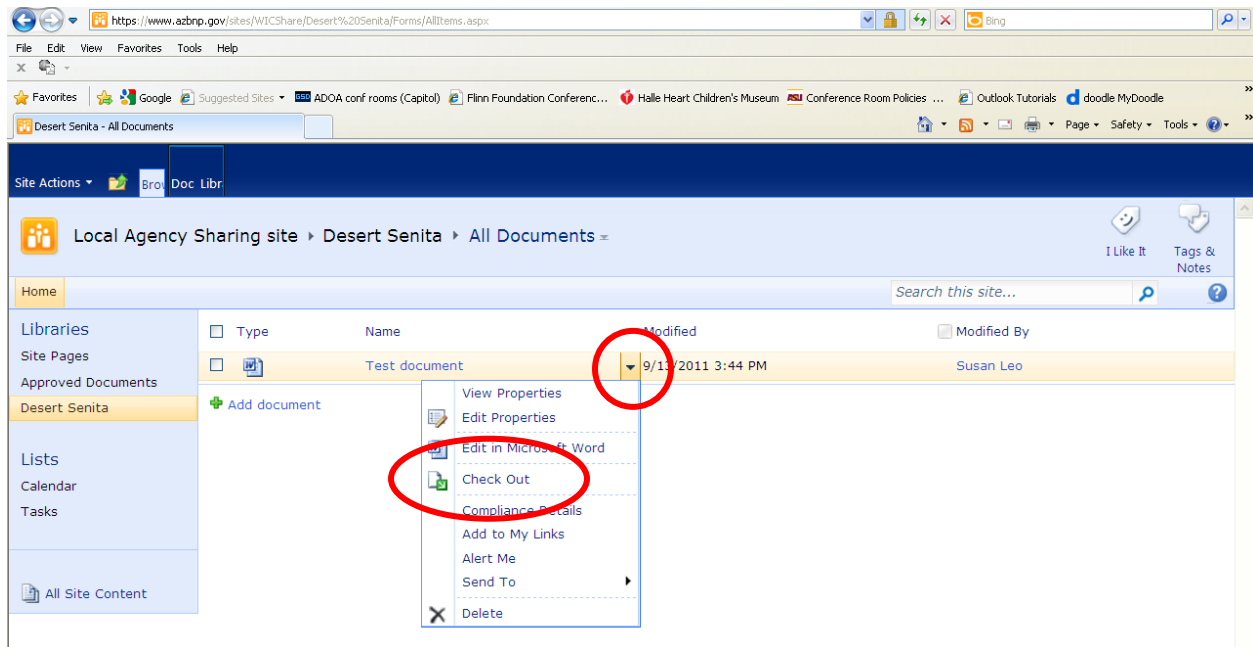
5. Once the document is open, you can save it and modify it for your own needs.



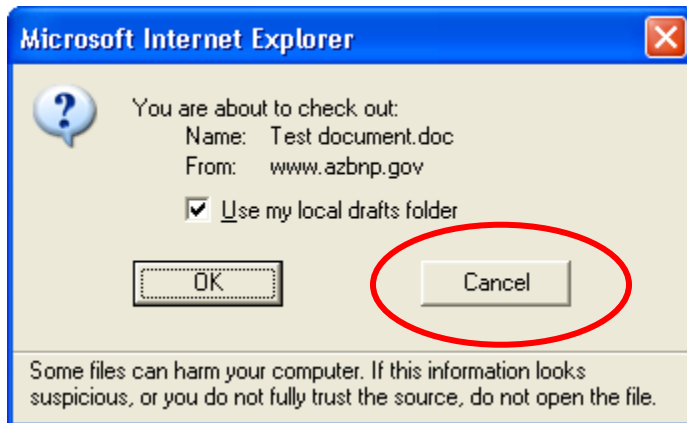
6. Choose your computer's hard drive or your local agency network, etc. Do not save it in the Sharepoint Approved Documents library.



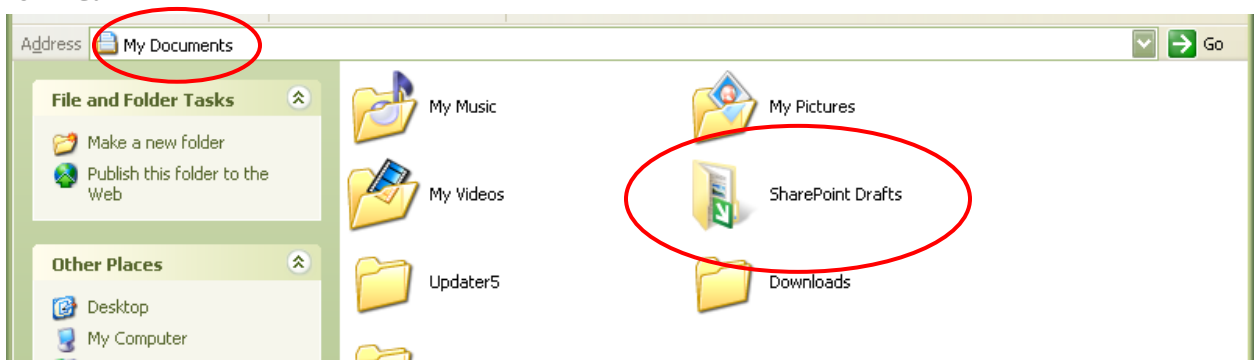
7. **DO NOT CLICK** the arrow next to the document's name; you will see this drop-down menu.



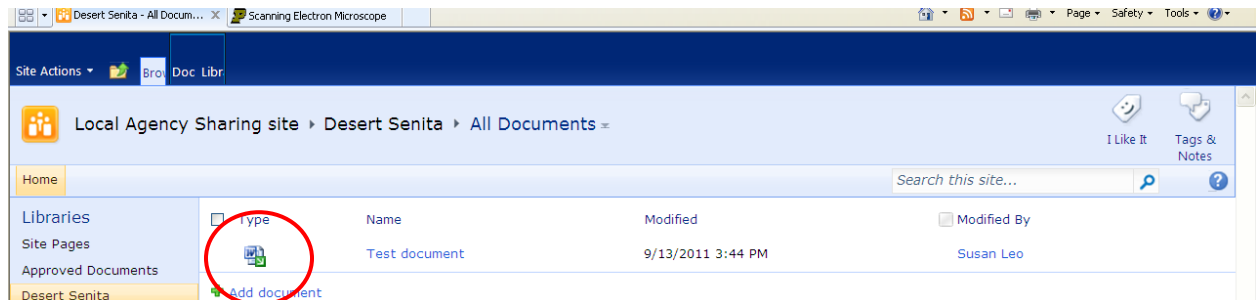
8. When you click Check Out, you will get this pop-up. Click Cancel.



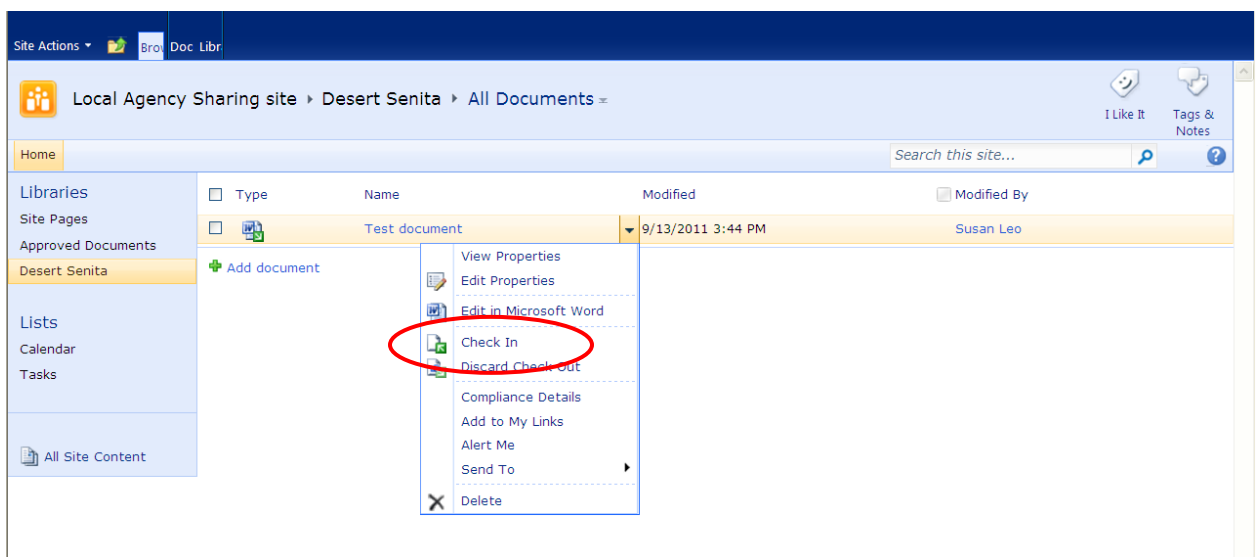
9. IF YOU CHECK OUT THE DOCUMENT, you will make it unavailable for others to use. It will put the document in your My Documents folder on your hard drive.



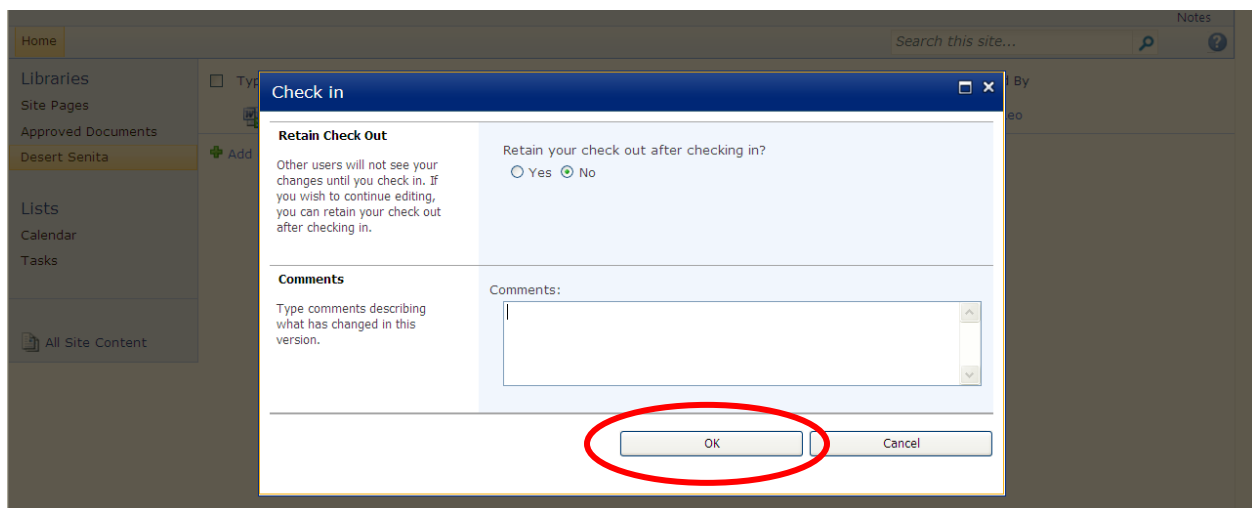
10. A green arrow will indicate the document is checked out to you.



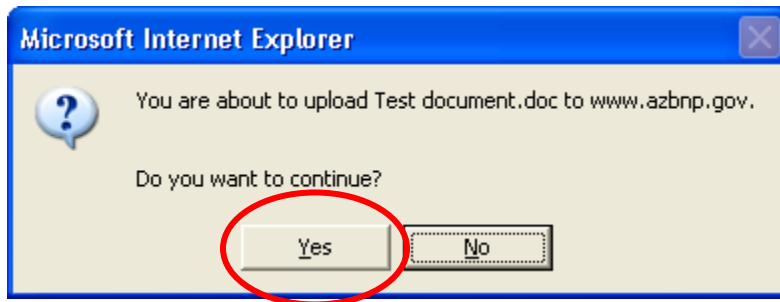
11. Check it back in by clicking the arrow next to the document's name. Choose Check In.



12. You will get this screen shot. Click OK.



13. Finally, you will get this screen shot. Click Yes.



14. The document is now checked back in.

15. **LESSON: DON'T CHECK OUT DOCUMENTS. Only click on the document's name and save it to your own network.**

